



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>UNAUTHORIZED MICROCOMPUTER EQUIPMENT</b>	POLICY NO. <b>302.7</b>	EFFECTIVE DATE <b>10/1/89</b>	PAGE <b>1 of 1</b>
APPROVED BY: <b>Original signed by:</b> <b>ROBERTO QUIROZ</b> Director	SUPERSEDES <b>102.5</b> <b>7/13/89</b>	ORIGINAL ISSUE DATE <b>7.13.89</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### **PURPOSE**

- 1.1 To protect Department of Mental Health (DMH) owned microcomputer equipment from misuse and damage by unauthorized microcomputer equipment.

### **POLICY**

- 2.1 Unauthorized microcomputer equipment is defined as microcomputer equipment not purchased/owned by DMH and not approved for DMH usage by MIS Microcomputer Applications Unit (MAU) personnel.
- 2.2 The installation of unauthorized microcomputer equipment is strictly prohibited.
- 2.3 Employee-owned microcomputer equipment may be used in the performance of regular DMH duties with approval from either the Director, Bureau Director, District/Division Chiefs, or Program Heads.
- 2.4 DMH will not be responsible for loss or damage to employee-owned and unauthorized microcomputer equipment.
- 2.5 Employees may be subject to disciplinary action, including being held financially responsible to the DMH for damage caused by the use of unauthorized microcomputer equipment.

### **PROCEDURE**

- 3.1 Obtain approval for use of employee-owned microcomputer equipment prior to bringing it to the job site.
- 3.2 Confer with MIS MAU personnel to ensure hardware compatibility.

### **AUTHORITY**

County Fiscal Manual, Section 12.1.2  
Auditor Controller ICCP Audit, 1988